BIG SKY LIBRARIES

MONTANA STATE LIBRARY

Number 72

July/August, 2001

Summer Institute 2001

Thirty-five public library directors and staff spent five eventful June days in Butte on the Montana Tech campus for this year's Summer Institute. It was a week of intensive training days (and a night class or two); exciting camaraderie and networking in the dorm and cafeteria; and thrilling cold and snowy weather.

The group learned about management and leadership skills, networking possibilities, InfoTrac searching, home page creation, young adult programs, and MSL services.

Summer Institute 2001 participants gather for a group photo.

Probably the tensest moments during the week came when Institute participants reconnected the computers they had stripped and then reassembled – there were some electrical pops, smoke and shrieks!

This second annual Summer Institute was funded with Library Services and Technology Act (LSTA) grant funds administered by the federal Institute of Museum and Library Services (IMLS) and the Montana State Library Commission.

Patrick Jones teaching a workshop on Young Adult Services.

Jeff Johnson of Montana Tech leading a hands-on workshop about computer maintenance.

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- Thirty-five public library directors and staff attended Summer Institute 2001
- Workshops included Management and Leadership Skills, InfoTrac, Web page creation, Young Adult Programs, and MSL services

Karen Strege

Fall Federation Meetings

Broad Valleys:
October 20
in Bozeman
Golden Plains:
September 13
in Wolf Point
Pathfinder:
October 11 in Great Falls
Tamarack:
October 19
in Thompson Falls
South Central
September 29
at Parmly Billings Library
Sagebrush:
October 6
in Miles City

Does your public library have to fight tooth and nail to get its fair share of the governmental tax dollar? Do you have unmet budgetary needs? You probably are shaking your head "yes."

A Word From Our State Librarian

The results of the evaluation of MSL will be available after August 13. We will post the full document on our web page, along with a much shorter executive summary, for those who don't want to read through the 75 + page document.

I have had the privilege of reviewing a draft and I found many fine suggestions on how MSL might serve you for the next three-to five years. I am particularly pleased that the report shows that most of you believe that MSL has helped you improve library services during the past five years.

To confirm the report's findings regarding MSL's plans for the next five years, MSL staff and I will attend federation and other meetings this fall. [For a schedule of federation meetings see sidebar.]

I do not think that MSL will change direction significantly because most of what we are doing seems to be working well. However, we will make some course corrections. The report would not have been so helpful and accurate without the involvement of Montana's library community. Thanks to all who gave their time to attend a focus group or interview or completed a survey form. I hope that all of you recognize your voice in the report.

Thanks also to the evaluators, Bill Wilson and Ethel Himmel. Bill and Ethel were diligent, perceptive, and they understood the complexity of MSL and Montana's library community in a remarkably short time. It was a pleasure to work with this team.

Commissioner's Corner: Now Is The Time For A Library Foundation — by David Johnson, Chair of the MSL

Does your public library have to fight tooth and nail to get its fair share of the governmental tax dollar? Do you have unmet budgetary needs? You probably are shaking your head "yes." If so, a partial solution is to create and then begin to operate a separate library foundation. The goal is to develop current or deferred endowment gifts from your library "angels."

Consider this – a $10,000 endowment gift that earns 5% per year will provide $500 of income each year, in perpetuity!

Although about ten Montana libraries have by now accumulated some significant endowment funds, less than half of our 79 public libraries have started a foundation or a permanent endowment.

This is a particularly good time to begin because you can take advantage of the Montana Endowment Tax Credit.

For "planned gifts" made in 2001 to your permanent, qualified endowment fund, each contributing taxpayer is entitled to a credit against his or her Montana income tax of 50% of today's value of the charitable portion of the gift, up to a maximum of $10,000 per taxpayer. That dollar-for-dollar reduction of tax is a significant inducement for your library supporters to consider a planned gift.

Planned gifts provide payments back to the donor for life or a set period of time. Common examples are charitable gift annuities, charitable remainder trusts, and paid-up life insurance.

The tax benefits of an endowment gift will decline somewhat after December 31st. Thereafter, only 40% of the charitable value is available for the credit. Now is the time to move ahead and make a few solicitation calls.

For more information, check out a web posting by the Wyoming State Library of "An Introduction to Public Library Foundations: A Member's Guide [http://www-wsl.state.wy.us/slpub/foundations/index.html].

If you would like a hard copy of the outline on creation and operation of a library foundation that I presented to the 2000 MLA Conference, send me an e-mail at djohnson@crowleylaw.com, and include your mailing address.

Montana Library Network Barcode Registry: Tracking and Issuing Montana's Own Library Barcodes

The Montana Library Network [MLN] is happy to announce that is has created a library barcode registry. It's a list of each library's unique library identifying number and the format of barcodes used.

As we begin to build shared catalogs and share materials between libraries by placing holds on items (instead of using interlibrary loan processes), it becomes increasingly important that each Montana library has a unique and identifiable range of bar codes. We want to avoid having the same barcode number describing two different items in two separate, but cooperating, Montana libraries.

To ensure that each Montana library has a unique range of barcodes, MLN has begun keeping track of the barcodes being used by libraries. You can check to see what (if anything) we know about your library's bar code scheme, or add bar code information about your library, by going to your library's entry in the "Edit/Update Path" of the online Montana Library Directory -http://montanalibraries.org/Directory/mldHome.asp].

Letting us know what numbers you are using in your library will prevent us from unknowingly issuing your library's sequence to another library.

MLN is also issuing unique library identifier numbers to Montana libraries in the process of bar coding or re-bar coding their collections.

Don't panic! The world will not end if your library's bar code scheme doesn't conform to this standard. Registering your library's bar code range is entirely voluntary. However, if your library is in the process of bar coding its collection, adopting this standard will help you avoid problems in the future.

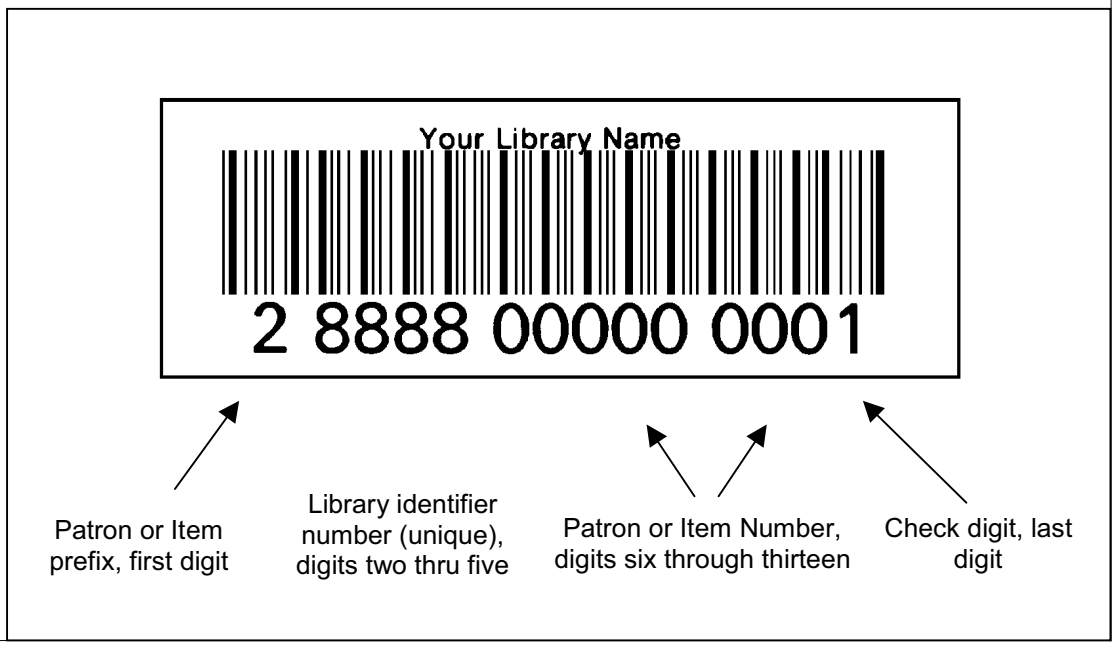
MLN has adopted the following working profile for barcodes:

- 14 digits
- Use the following formats: Codabar, Code 39, or Code 3 of 9 (same as Code 39)
- Assign a patron prefix of "2", and an item prefix of "3"
- The final digit is a check digit conforming to the Mod 10 standard. Check digits are used by the software to confirm that the barcode received was the same as the barcode sent. According to Carl Hull, the library bar code expert at CompuType [http://www.bcr.org/~ids/Hardsoft/Computypeform.html], "The mod 10 just means that the check digit is a single character of 0 - 9. Other check digits can include alpha characters and symbols. This can be a real mess if a library goes outside the standard. I am only aware of 5 or 6 libraries in the US that don't use Mod 10."

Contact:

- Bruce Newell [bnewell@state.mt.us],
- Diane Gunderson [dgunderson@state.mt.us], or
- Mike Price [miprice@state.mt.us]

"Don't panic! The world will not end if your library's bar code scheme doesn't conform to this standard. Registering your library's bar code range is entirely voluntary. However, if your library is in the process of bar coding its collection, adopting this standard will help you avoid problems in the future."



2001 Fall Workshop

This year's MSL Fall Workshop will be held at the MSU-Billings campus on September 21st-22nd. The workshop is open to librarians from all types of libraries and to library trustees. There will be no registration fee and lunch will be provided both days for all participants.

The workshop is funded by Library Services and Technology Act (LSTA) grant funds, which are administered by the federal Institute of Museum and Library Services (IMLS) and the Montana State Library Commission.

To register for the Fall Workshop, please complete a registration form (the form is inserted in this newsletter and is available on the MSL web site at http://msl.state.mt.us/ldd/2001FallWkshpReg.pdf). The number of session participants is limited, so early registration is encouraged. Confirmation of registration will be sent by e-mail.

In conjunction with the Fall Workshop, the School/Library Media Division [SLMD] of MLA is offering two special opportunities for school librarians as they begin the new school year. A meeting of the Division is scheduled for Saturday evening and a training session is planned for Sunday morning. Details about the program and schedule will be announced later. This is a great opportunity for school librarians to attend the Fall Workshop and take part in SLMD's activities in one trip.

Contact: Sue Jackson, 1-800-338-5087 or 406-444-5350 or sujackson@state.mt.us.

Let's Talk About It

All of the books purchased for LTAI programs will be...available for other libraries to utilize for future book discussion programs.

In June, ALA awarded Montana $6,000 to expand the Let's Talk About It (LTAI) humanities book discussion program to more public libraries in the state. The extension funds were awarded to a coalition formed by the Montana Committee for the Humanities, Montana State Library and Hearst Free Library in Anaconda to promote LTAI and allocate the funds to libraries interested in hosting the program.

The money received from ALA will be used to purchase the books for discussion group participants and to pay expenses to bring a humanities scholar(s) to communities to lead the discussion sessions.

LTAI guidelines and applications were distributed to all public and branch libraries in the state in June. Libraries applying for LTAI funds could select from four ALA discussion topics and could feature Montana Books and authors as part of the discussion series. LTAI Grant awards will be announced in August.

All of the books purchased for LTAI programs will become part of the Montana Committee for the Humanities permanent collection and will be available for other libraries to utilize for future book discussion programs.

Montanaiana Re-Grant Program Grant Awards

Two projects have been awarded 2001 LSTA grant money as part of the second round of Montana Library Network's (MLN) Montanaiana Re-Grant Program. Lewistown Public Library will receive $5,000 for its "Central Montana Historical Photo Collection on the Web" project which will digitize 400 historical photos of the Lewistown area. This will make the images available for educational and research purposes on the Internet.

The Mansfield Library of The University of Montana will receive $5,000 to prepare, and place on the Internet for searching, the author data published in Montana Authors - A Bio-Bibliography (1985) by Karen Hatcher and Katherine Schaefer. The project will also include data on Montana authors collected since the publication came out.

Upon completion, the electronic products from both of these Montanaiana projects will be accessible through the MLN Gateway.

Montana State Library 2001 Fall Workshop

Billings, September 21 - 22, 2001

The workshop is funded with fiscal year 2001 Library Services and Technology Act (LSTA) grant funds administered by the federal Institute of Museum and Library Services (IMLS) and the Montana State Library Commission. There is **no registration fee**. Continuing Education credit is available for each workshop session. CE categories are given in parentheses below. OPI credits are also available.

Book Mending for Circulating Collections – Michael McColgin, Conservation Officer, Arizona State Archives

This full day session presents tips for avoiding the need for book repairs, and then demonstrates techniques for getting materials (hardback books, periodicals) that are damaged back on the shelf for patrons to use. Participants will be asked to bring samples of common repair problems from their libraries to work on during the class. Repair equipment and materials will be provided. (Collection Management and Technical Services)

CIPA (Child Internet Protection Act) and Your Library – Michael Hall, Instructional Technology Specialist, Office of Public Instruction & **Suzanne Reymer**, Statewide Technology Librarian, Montana State Library

Congress has enacted legislation that requires libraries receiving E-Rate and LSTA funding to provide filtering on their Internet connection. This session will give the latest updates on the law, its requirements, and the filtering options available. (Library Administration)

Grant Writing Skills & Strategies – Tammy Elser, Instructional Programs Director, Arlee Public Schools

This full day session will provide librarians with the nuts and bolts of technical writing for successful grant applications. Topics will range from identifying what your library needs (needs assessment) to customizing an application to appeal to a wide spectrum of philanthropic organizations. (Library Administration)

Supporting Young Readers: What Librarians Can Do – Cindy Christin, Youth Services Librarian, Bozeman Public Library & **Dr. Joyce Herbeck**, Assistant Professor of Education, Montana State University-Bozeman

This session will focus on the latest research on learning to read, with emphasis on how we can enhance reading skills in our library programs and story times. We will also discuss and evaluate the success of reading programs, including Accelerated Reader and this year's summer reading program "Reading Road Trip U.S.A." The workshop is intended for all children's and school librarians. (Library Services to the Public)

Taking the Mystery Out of MARC Records – Amy Carver, Catalog Librarian, Montana State University-Bozeman

This session will explain some of the more mysterious elements of MARC records so that librarians can better understand and utilize these valuable tools for bibliographic information. The focus will be on monographs, but the differences in MARC records for other formats will also be explained. (Collection Management & Technical Services)

Using the InfoTrac Database – Ed Gron, Training Consultant, The Gale Group

The focus of this hands-on session is using InfoTrac, the electronic periodical database purchased through the statewide subscription. The learning goals will be to understand how to search the database to find information for patrons and how to instruct patrons in using the database directly. (Library Services to the Public)

Dinner at McCormack's Café – The entire restaurant will be reserved for Fall Workshop participants to unwind after a long day of classes and to enjoy a delicious meal while mingling with friends, old and new. The menu will feature a chicken and pesto pasta dish, salad, bread, dessert and beverage (tea, coffee, pop). A vegetarian pasta entrée is also available. The restaurant does not serve alcoholic beverages, but anyone wanting wine with dinner can bring their own selection and the restaurant staff will serve it. McCormack's is a charming eatery located in the historic section of downtown Billings.

REGISTER BY:
SEPTEMBER 15, 2001

2001 Fall Workshop Registration

September 21 - 22
MSU-Billings Campus
1500 N. 30th Street

Name: _____ **Library:** _____

Address: _____ **City:** _____ **Zip:** _____

Telephone: _____ **E-mail:** _____

➔ Please check the sessions listed below (**including** the free lunches and evening events) you plan to attend. Information about the sessions and presenters is on the reverse side of this registration form. Session sizes are limited. Each session is repeated to accommodate as many participants as possible.

FRIDAY, September 21st

8:30 – 12:00

- ☐ Book Mending (Part A) *
- ☐ Grant Writing Skills & Strategies (Part A)
- ☐ Taking the Mystery out of MARC Records
- ☐ Supporting Young Readers

12:00 – 1:30

- ☐ Free Lunch (Student Union)

1:30 – 5:00

- ☐ Book Mending (Part B) *
- ☐ Grant Writing Skills & Strategies (Part B)
- ☐ Using the InfoTrac Database
- ☐ CIPA & Your Library

SATURDAY, September 22nd

8:30 – 12:00

- ☐ Book Mending (Part A) *
- ☐ Grant Writing Skills & Strategies (Part A)
- ☐ Using the InfoTrac Database
- ☐ CIPA & Your Library

12:00 – 1:30

- ☐ Free Lunch (Student Union)

1:30 – 5:00

- ☐ Book Mending (Part B) *
- ☐ Grant Writing Skills & Strategies (Part B)
- ☐ Supporting Young Readers
- ☐ Taking the Mystery out of MARC Records

*limited to 16 participants

Thursday Evening:

7:30-9:30 ☐ Reception at MSU-Billings Library. Desserts and beverages will be served and tours of the library will be available. Hosted by Jane Howell, Director, and the library staff.

Friday Evening:

6:30-8:30 ☐ Dinner at McCormick's Café (2419 Montana Avenue), $15 per person (paid at dinner)

☐ I would like the vegetarian entrée

Accommodations: Special rates are available from the Billings Inn, 880 N. 29th, 252-6800, $45 single, $49 double and from the Hilltop Inn, 1116 N. 28th, 245-5000, $59 for single or double.

SPECIAL NOTE: MLA's School/Library Media Division is planning a Saturday evening meeting and Sunday morning training session in conjunction with the Fall Workshop. Details about the program and schedule will be distributed separately by SLMD to school librarians.

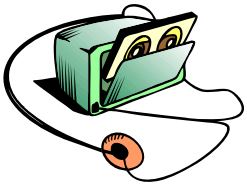
Return registration by September 15th to **Fall Workshop, Montana State Library, PO Box 201800, Helena MT 59620-1800.** There is **NO registration fee**. For information, contact Sue Jackson at 1-800-338-5087 or sujackson@state.mt.us. Confirmation of registration will be sent by email (if available).

Montana Talking Book Library [MTBL] Update

The National Library Service [NLS] recently issued a glowing report on MTBL for completion of the recommendations it made after a consultation visit in July of 2000. NLS commended MTBL for being a leader in pursuing patron independence by implementing WebOPAC [Online Patron Access Computer]. WebOPAC allows patrons to search for publications and make requests online.

MTBL has been asked to participate in the beta testing of the newly designed National Library Services for the Blind and Physically Handicapped's WebNet.

WebNet facilitates online reporting and researching. Among other benefits, MTBL staff can now verify its patron database information concerning journals and other publications. Also, WebNet will allow MTBL to nationally track and locate equipment loaned to patrons.



The Montana Talking Book Library serves library needs of the blind and physically handicapped.

2001 Library Directory

The 2001 Montana Library Directory was distributed to all the public, branch, academic, institutional, and special libraries. School libraries that updated their library information in the online version of the directory also received a copy of the directory.

We would like to encourage you to use the online version of the directory. To access the Montana Library Directory go to: http://msl.state.mt.us. Under "On-line Publications" you will see "Montana Library Directory [PDF]" and "On-line Montana Library Directory." If you wish to download or print the directory, choose the PDF version. The other link will take you to an online searchable database. From that page you can select the "Browse" feature and choose the library that you would like information on.

Future directories will be printed in January of each year and distributed every February, with one copy going to each library. Each library will have until December 31st to make changes to their library information for the new publication.

Directory changes will no longer be published in this newsletter because current information will always be available in the online database.

Contact: Diane Gunderson, Data Coordinator, 406-444-5349, dgunderson@state.mt.us.

We would like to encourage you to use the online version of the library directory.

Montana Stewardship Mapping Project

Montana's landscape is a complex, constantly changing patchwork of federal, state, private and tribal ownership, each having many kinds of land management designations, ranging from wilderness to game ranges to conservation easements. Statewide information on land stewardship is critical to effective land management because natural resources extend across many ownership and management units. While large land management agencies (e.g., Bureau of Land Management, U.S. Forest Service) maintain information on properties under their specific jurisdictions, there has been no single source of statewide information. The Montana Natural Heritage Program (NHP), at MSL's Natural Resource Information System (NRIS) began integrating ownership and management data into a stewardship mapping data system in 1997 using geographic information system (GIS) technology.

The goal of the Montana Stewardship Mapping Project is to create a uniform digital data set that incorporates information from both public and private entities on an ongoing basis. It is the most up-to-date public ownership/management data set in the state. With financial support from private foundations, land trusts, and state and federal agencies, NHP established a permanent home for the Montana stewardship information.

Land trust and conservation participants include: Bitterroot Land Trust, Five Valleys Land Trust, Flathead Land Trust, Gallatin Valley Land Trust, Montana Land Reliance, Prickly Pear Land Trust, Rocky Mountain Elk Foundation, The Nature Conservancy, and the Trust for Public Land. Also, the U.S. Fish and Wildlife Service, the U.S. Bureau of Land Management, the Montana Department of Fish, Wildlife and Parks, and the Plum Creek Timber Company contribute funding and data.

Recently the Montana Stewardship Mapping Project information was incorporated into the NRIS on-line *Thematic Mapper*. The mapper may be found at http://nris.state.mt.us/mapper/.

Future plans include: 1) finalizing data exchange agreements with other participants; 2) establishing a regular schedule for updates and maintenance of the database; 3) identifying and defining additional information to include in the database; and 4) incorporating the stewardship information into on-line web tools for conservation and planning.

Contact: NHP, 406 444-5354, mtnhp@nris.state.mt.us. Visit the NHP website: http://nris.state.mt.us/mtnhp/ for more information about Montana's species of concern and biological information.

Big Sky Libraries

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E-mail: tshinnick@state.mt.us

WE'RE ON THE WEB!
http://msl.state.mt.us

Spotlight: Duane F. Lund, GIS Programmer/Analyst

Duane F. Lund works at the Montana State Library in the Natural Resource Information System (NRIS) as a GIS programmer/analyst. In plain speak, that means he uses computers and databases to create maps and answer geographic questions.

Duane has worked at NRIS since October of 1991, starting as a cartographic technician doing Superfund mapping.

Duane has been lead analyst on several large U.S. Forest Service contracts resulting in maps and data published as hard copy or as CDROM documents.

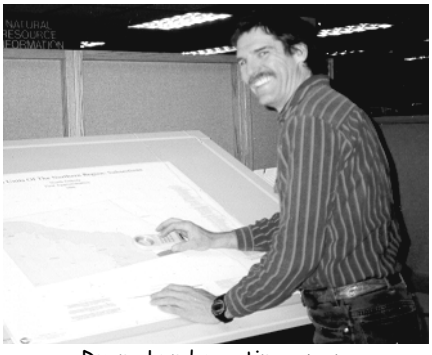
Duane graduated from Rocky Mountain College, Billings, in 1981 with a BS in Geology. He married his college sweetheart, Blair, and moved her to the oilfields of Western North Dakota for a year, before retiring to manage the family wheat farm near Outlook, Montana for 7 years.

Duane and Blair are raising 3 children, Michael, an Eagle Scout and senior at Helena High School, Alexis, a Civil Air Patrol Cadet and sophomore at HHS, and Thomas, a second grader in East Helena.

Duane's work experience ranges from oilfields to farm fields to field research and mapping for the Fort Peck Tribes at Poplar.

Duane enjoys creating maps and answering spatial questions about Montana and its natural resources. He has begun the professional migration from UNIX to Microsoft products, all the while trying to stay one step ahead in providing technical support to NRIS and MSL users.

When not at work, Duane and his family enjoy 2 dogs, a Siberian Husky, Rusty, and a Norwegian Elkhound, Skipper. The whole family enjoys skiing in winter and water sports in summer.



Duane Lund creating a map.